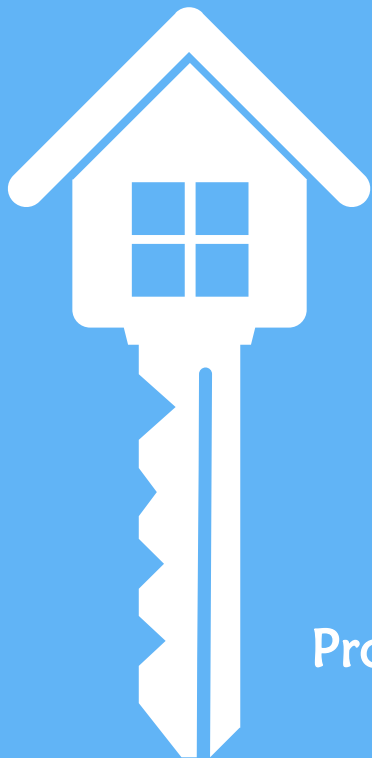
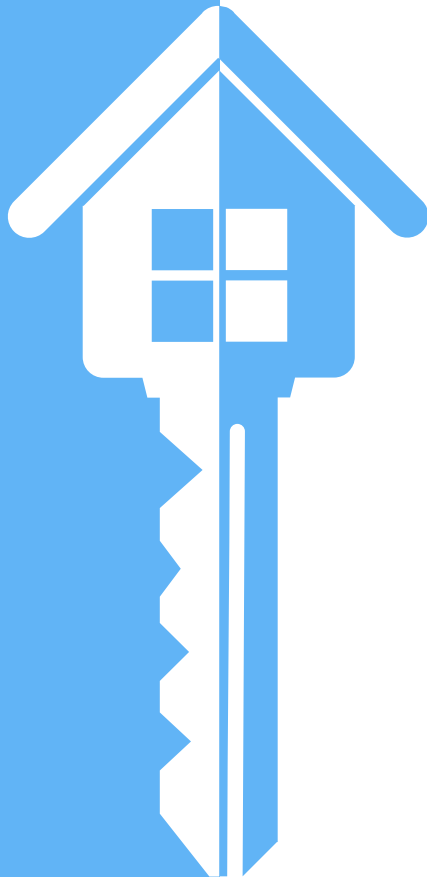




Free Google Workspace Administrator Practice Exam Q&As

Professional Google Workspace Administrator Exam

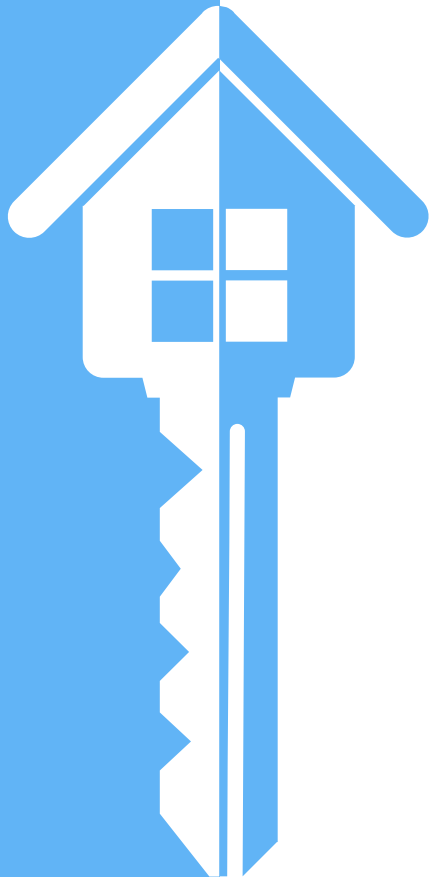
<https://www.passcert.com/Google-Workspace-Administrator.html>



1. After making a recent migration to Google Workspace, you updated your Google Cloud Directory Sync configuration to synchronize the global address list. Users are now seeing duplicate contacts in their global directory in Google Workspace. You need to resolve this issue. What should you do?

- A. Train users to use Google Workspace's merge contacts feature.
- B. Enable directory contact deduplication in the Google Workspace Admin panel.
- C. Update shared contact search rules to exclude internal users.
- D. Create a new global directory, and delete the original.

Answer : C

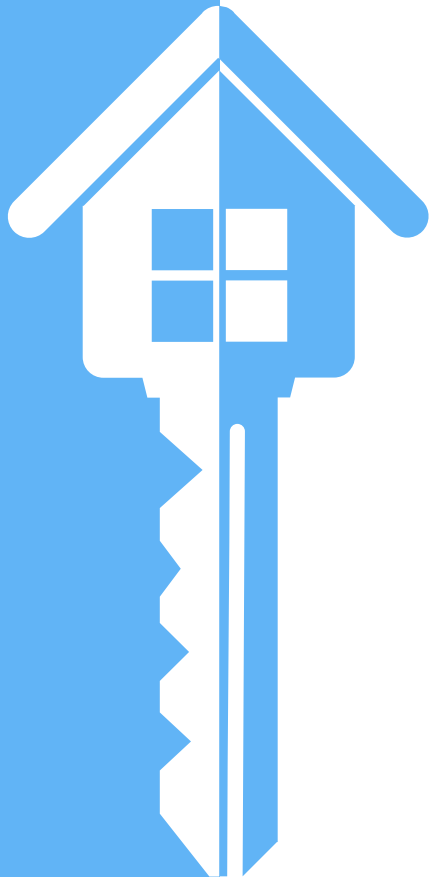


2. Your company policy requires that managers be provided access to Drive data once an employee leaves the company.

How should you grant this access?

- A. Make the manager a delegate to the former employee's account.
- B. Copy the data from the former employee's My Drive to the manager's My Drive.
- C. Transfer ownership of all Drive data using the file transfer ownership tool in the Google Workspace Admin console.
- D. Login as the user and add the manager to the file permissions using the 'Is owner' privilege for all Drive files.

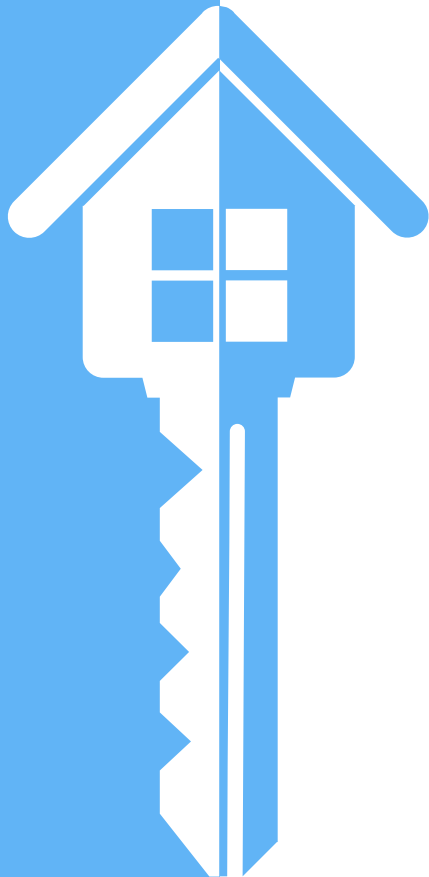
Answer : C



3. On which two platforms can you push WiFi connection information with Google Workspace? (Choose two.)

- A. Mac OS
- B. Windows
- C. Chrome OS
- D. iOS
- E. Linux

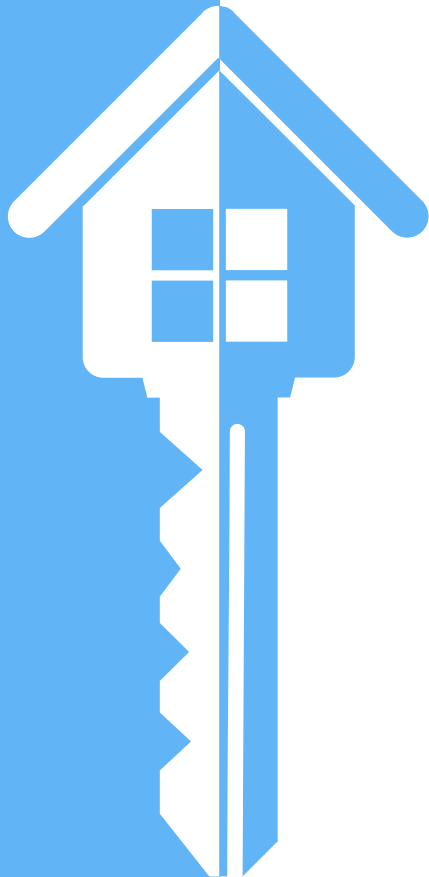
Answer: C, D



4. Security and Compliance has identified that data is being leaked through a third-party application connected to Google Workspace. You want to investigate using an audit log. What log should you use?

- A. Admin audit log
- B. SAML audit log
- C. Drive usage audit log
- D. OAuth Token audit log

Answer: D

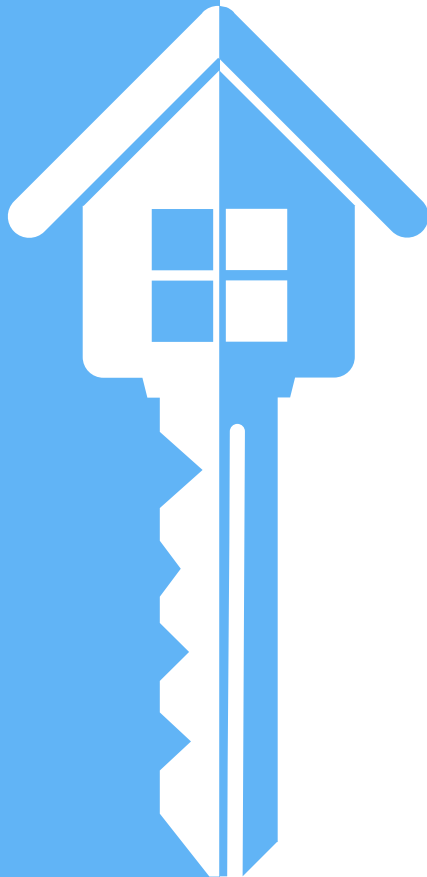


5. Your employer, a media and entertainment company, wants to provision Google Workspace Enterprise accounts on your domain for several world-famous celebrities. Leadership is concerned with ensuring that these VIPs are afforded a high degree of privacy. Only a small group of senior employees must be able to look up contact information and initiate collaboration with the VIPs using Google Workspace services such as Docs, Chat, and Calendar.

You are responsible for configuring to meet these requirements. What should you do?

- A. In the Users list, find the VIPs and turn off the User setting “Directory Sharing.”
- B. Create a Group for the VIPs and their handlers, and set the Group Access Level to Restricted.
- C. In Directory Settings, disable Contact Sharing.
- D. Create separate Custom Directories for the VIPs and regular employees.

Answer: D

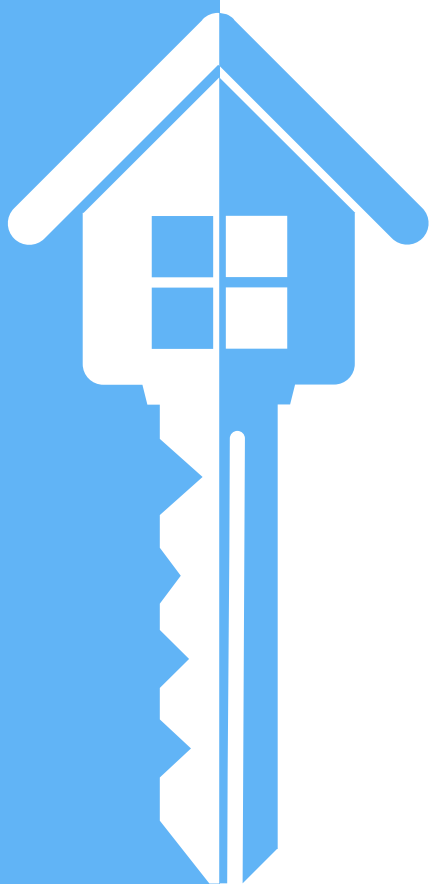


6. After migrating to Google Workspace, your legal team requests access to search all email and create litigation holds for employees who are involved with active litigation. You need to help the legal team meet this request.

What should you do?

- A. Add the legal team to the User Management Admin system role.
- B. Add the legal team to the Google Vault Google Group.
- C. Create a custom role with Google Vault access, and add the legal team.
- D. Create a matter in Google Vault, and share with the legal team.

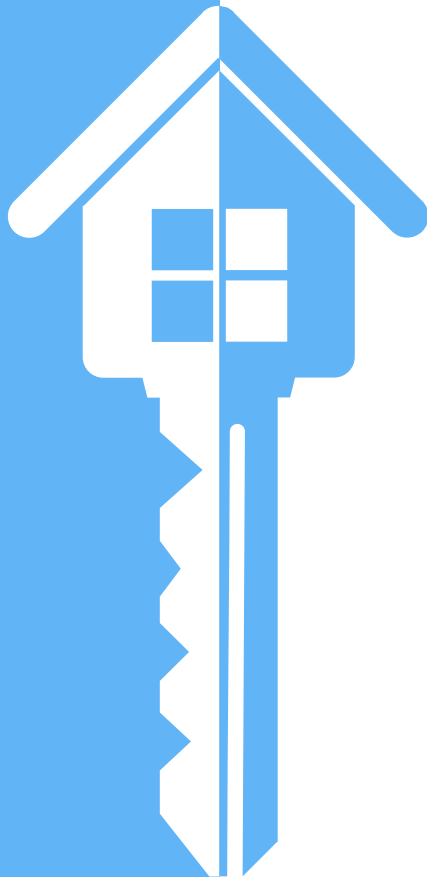
Answer: C



7. The CEO of your company heard about new security and collaboration features and wants to know how to stay up to date. You are responsible for testing and staying up to date with new features, and have been asked to prepare a presentation for management. What should you do?

- A. Download the Google Workspace roadmap, and work together with a deployment specialist for new features.
- B. Create a support ticket for the Google Workspace roadmap, and ask to enable the latest release of Google Workspace.
- C. Subscribe to the Google Workspace release calendar, and Join the Google Cloud Connect Community.
- D. Change Google Workspace release track to: Rapid Release for faster access to new features.

Answer: C

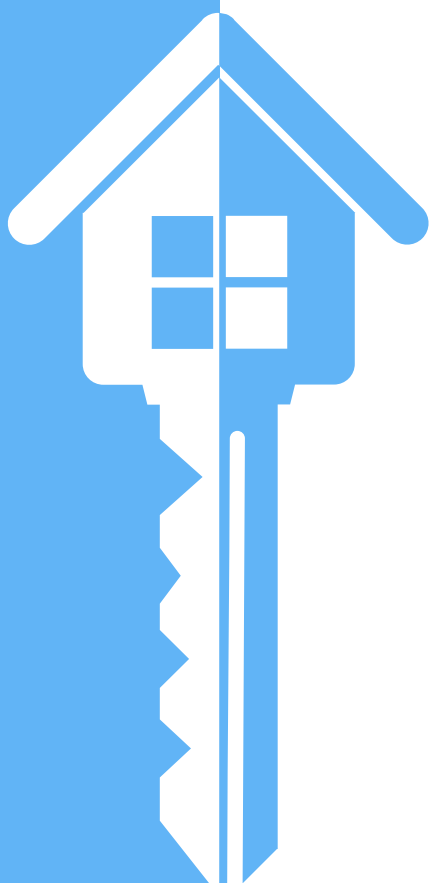


8. Madeupcorp.com is in the process of migrating from a third-party email system to Google Workspace. The VP of Marketing is concerned that her team already administers the corporate AdSense, AdWords, and YouTube channels using their @madeupcorp.com email addresses, but has not tracked which users have access to which service. You need to ensure that there is no disruption.

What should you do?

- A. Run the Transfer Tool for Unmanaged users.
- B. Use a Google Form to survey the Marketing department users.
- C. Assure the VP that there is no action required to configure Google Workspace.
- D. Contact Google Enterprise Support to identify affected users.

Answer: A

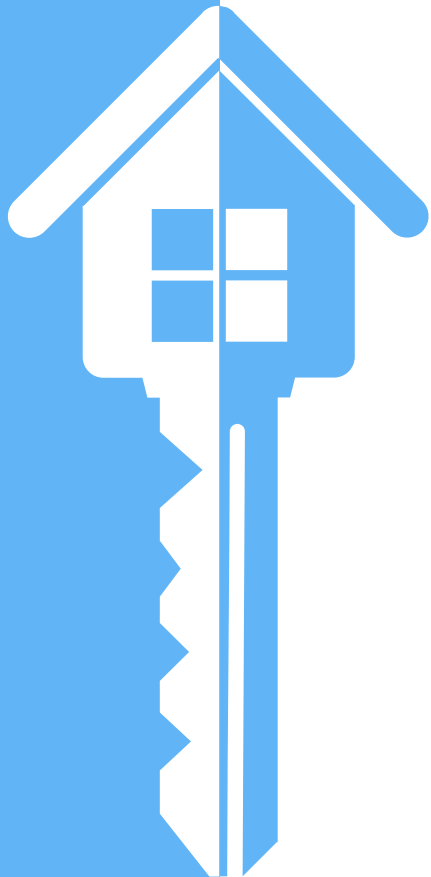


9. Your company has sales offices in Madrid, Tokyo, London, and New York. The outbound email for those offices needs to include the sales person's signature and a compliance footer. The compliance footer needs to say "Should you no longer wish to receive emails about this offer, please reply with UNSUBSCRIBE." You are responsible for making sure that users cannot remove the footer.

What should you do?

- A. Send an email to each sales person with the instructions on how to add the footer to their Signature.
- B. Ensure that each sales team is in their own OU, and configure the Append Footer with the signature and footer content translated for each locale.
- C. Ensure that each sales team is in their own OU, and configure the Append Footer with footer content.
- D. Ensure that each sales team is in their own OU, and configure the Append Footer with the footer content translated for each locale.

Answer: C



10. All Human Resources employees at your company are members of the “HR Department” Team Drive. The HR Director wants to enact a new policy to restrict access to the “Employee Compensation” subfolder stored on that Team Drive to a small subset of the team. What should you do?

- A. Use the Drive API to modify the permissions of the Employee Compensation subfolder.
- B. Use the Drive API to modify the permissions of the individual files contained within the subfolder.
- C. Move the contents of the subfolder to a new Team Drive with only the relevant team members.
- D. Move the subfolder to the HR Director's MyDrive and share it with the relevant team members.

Answer: C